View and Request Estimates using eRETA

Learn how to...

1) Search and view existing estimates in eRETA, and
2) Submit a Work Request to request GSA Requirements Development/Estimating Services

1 - Search and view existing estimates in eRETA

After logging into eRETA, click on “Estimates” which will bring up the Estimates Search screen. On this page, you can use various criteria to search for an estimate, e.g. search by Estimate Type, RWA Type, Work Location, and much more.

Estimates search screen allows users to query estimates based on various categories, as well as export estimate data to Excel.

After hitting the “Search” button, eRETA will display the search results at the bottom of the page. If there are more estimates than can fit on the page, you can move the bottom navigation bar to the right to access the remaining pages of estimate data. You can also export estimate data to an Excel file. Doing so will export all of the estimate data across all of the pages, not just the current page you are on.
2 - Submit a Work Request to request GSA Requirements Development/Estimating Services

Have a new project or service need, but unsure if your organization has sufficient funding for it and not sure where to start? Create a Work Request (WR) in eRETA and send it to GSA to get the process started! To send a WR, navigate to the “Data Entry” dropdown and click “Create Work Request”. Once all required fields are completed you may click “Submit Request”, and the Work Request will be automatically routed to the appropriate GSA region. GSA will then assign a project manager (PM) or other GSA point of contact (POC), who will be in touch with you to develop requirements such as scopes, estimates, schedules, etc.

As shown in the example below, you also have the ability to enter information in the optional Comments box. Here is where you could inform GSA that you are looking for an estimate for your project or service. Again this is optional and you may wait until GSA has assigned a PM/POC to your WR before making any specific requests.

As a reminder, beginning October 1, 2019, federal customers will be REQUIRED to do the following:

- Use eRETA to submit all Work Requests, RWAs and Amended RWAs to GSA.
- Utilize eRETA’s digital signature functionality to sign RWAs

Still thirsty for more information and training on eRETA? Visit www.gsa.gov/ereta and/or email eRETA@gsa.gov to let us know how we can better meet your needs to ensure a seamless conversion to going fully electronic with eRETA!